

# Fairfax Circuit Court

## COURT'S PUBLIC ACCESS NETWORK

### Information Package



<https://www.fairfaxcounty.gov/cpan/index.cfm>

Updated January, 2013

## Introduction

This package describes the information accessible through the Court's Public Access Network (CPAN). It also describes the hardware and software your organization will need and your responsibilities.

If you wish to become a CPAN subscriber, complete the **Business Subscriber Agreement** and have all users listed on **Schedule B** complete the **Application for Remote Access** and the **Individual Subscriber Agreement**. Please also include your **first quarterly payment of \$150 per user** with the forms. Upon receipt of your completed application and agreements, we will initiate the enrollment process. Original, notarized documents are required before the enrollment process can get started. The application and subscriber agreements must be completed in entirety.

The forms required for access to CPAN (listed above) are found here:  
<http://www.fairfaxcounty.gov/courts/circuit/cpan.htm>

If you have questions, you may call the Circuit Court Information Systems staff at (703) 246-2366 or send email inquiries to [ccrhelp@fairfaxcounty.gov](mailto:ccrhelp@fairfaxcounty.gov).

Thank you for your interest in CPAN.

## Information Available Through CPAN

### Circuit Court Civil/Criminal Case Information

CPAN information on pending and concluded Circuit Court Civil and Criminal cases is available from the FullCourt case management system (implemented on October 18, 2004). There are two search applications available; the FullCourt search includes case activity information from October 18, 2004 to the present and the Legacy search includes case information prior to October 18, 2004, from our old mainframe-based case management systems.

- Cases can be accessed via the FullCourt search using the case number, date filed, status, plaintiff(s), defendant(s), case subtype, attorney(s), and a register of actions with the most recent activities shown first.
- Civil and Criminal case information retrieved from the FullCourt search includes the case number, date filed, status, plaintiff(s), defendant(s), case subtype, attorney(s), and a register of actions with the most recent activities shown first.
- Information on Circuit Court Civil and Criminal case activity prior to October 18, 2004, including Civil and Criminal Service Information, may be found in the Legacy search. This search provides users read only access to historical data about Circuit Cases.
- In compliance with the Code of Virginia, Adoption cases and Juvenile Appeals cases are not available on CPAN.

### Real Estate Assessments

The iCare system consists of real estate information (land description, assessment information, improvement characteristics and ownership data) for all properties in Fairfax County. This information can be accessed by street address number, owner name or tax map number. Real Estate Accounts Receivable information is also available.

### Delinquent Real Estate Tax Information

The iCare system contains delinquent real estate tax records searchable by owner or street address. Information includes up to 20 years of delinquent real estate tax information (owner name, address, map reference number, property description, tax year, and tax due), and payment history information.

### Zoning and Land Development

LDSNet provides information on zoning applications and land development plans and their related documents. LDSnet is comprised of two systems: the Zoning and Planning System (ZAPS) and the Plan and Waiver System (PAWS). Through LDSnet, it is possible to search for individual zoning applications and/or plans and studies submitted to the County to perform land-disturbing activities. In addition, the LDS database can be searched for zoning applications or construction plan submissions meeting any combination of the thirty-one search criteria.

## Information Available Through CPAN

**CARS** (Courts Automated Recording System) includes the following:

Record Type	Index Data/Images	Date Range	Book #
Land Records	Document Images	1742 - Present	All
Land Records	Index Data	1980 - Present	5391 and up
Land Records	Index Book Images	1742 - 1979	A1 - 5390
Judgments	Document Images	1967-1984; Sept 18, 2000 - Present	1-36; 75 and up
Judgments	Index Data	July 1967 - June 1979; 1985 - Present	1-21; 37 and up
Charters	Document Images	1934 - 1978	1 - 173
Charters	Document Images	1991 - Present	397 and up
Charters	Index Book Images	1934 - 1978	1 - 173
Charters	Index Data	1979 - Present	174 and up
Financing Statements	Document Images	Apr 2000 - Present	
Financing Statements	Index Data	1979 - Present	
Marriage License	Document Images	1853 - Present	All
Marriage License	Index Book Images	1853 - 1983	1 - 62
Marriage License	Index Data	1984 - Present	63 and up
Trade Names*	Document Images	1934 - Present	All
Trade Names	Index Book Images	1934 - 1978	1 - 38
Trade Names	Index Data	1979 - Present	39 and up
Notaries	Document Images	Apr 2000 - Present	
Notaries	Index Data	July 1980 - Present	
Probate (Wills)	Document Images	1742 - Present	All
Probate (Wills)	Index Book Images	1742 - 1978	A1 - 252
Probate (Wills)	Index Data	1979 - Present	253 and up
Bonds	Document Images	Nov 2004 - Present	320 and up
Bonds	Index Data	1979 - Present	154 and up

\*Trade Names are also known as Fictitious Names.

## Minimum PC Configuration Required

In order to participate in the Court's Public Access Network (CPAN), the subscriber organization must own an IBM-compatible personal computer (PC). At the minimum, the organization's PC configuration must include the following:

### Hardware and Software

1. IBM-compatible PC - A Pentium class processor with a minimum of 128 MB of random access memory (RAM) is recommended.
2. Display monitor - 15-inch minimum. We recommend 17-inch to 21-inch monitor for ease in viewing land records images. Also, we recommend a display resolution of 1280 x 1024.
3. A high speed modem or broadband access is recommended.
4. Windows 2000 (or later) with Internet Explorer 8.0 (or later). The Windows operating system includes Microsoft Internet Explorer.
5. Internet Explorer is the only supported browser at this time.

Anything less than the above listed equipment will make participation in CPAN difficult. It is the subscriber organization's responsibility to obtain personal computer equipment that sufficiently matches the list above. It is also the subscriber's responsibility to determine that their PC components, especially printers, are directly supported by the respective operating system and communications software.

## Communications Configuration

Connection to CPAN will be done through Internet access.

Fairfax County will grant permission for the subscriber to access and connect to CPAN at <https://www.fairfaxcounty.gov/cpan/index.cfm>.

### Image Viewing Software

Each customer will establish the appropriate connection to an Internet Service Provider using the communications capabilities of Microsoft Windows. Fairfax County will provide to each CPAN subscriber a link to download and install an image viewer (AlternaTIFF).

## Miscellaneous Requirements and Information

### CUSTOMER SUPPORT

Fairfax Circuit Court will provide limited customer support in the following areas:

1. Assistance in initial connection to CPAN. We will not assist you in connecting to your Internet Service Provider.
2. Questions regarding system availability.
3. Questions about adding additional users.
4. Limited printing questions.
5. Revoked and/or locked out USERIDs.

## Summary of Requirements

The following is a summary of the responsibilities of the subscriber and the County.

### Your responsibility:

1. To apply for access from the Circuit Court. **A separate account is required for each individual person accessing CPAN.**
2. Payment should be made payable to the "Clerk of the Court" and due at the time of submission. For example, if you apply for access for one user in July, attach a payment of \$150.00 (\$50.00 per month for the quarter).
3. To purchase and/or upgrade all equipment necessary to sufficiently match the PC configuration listed on the Minimum PC Configuration Required section.
4. To acquire Internet Service and establish connection to the provider's home page.
5. If you are an existing subscriber and your company experiences a name change, you will be required to execute the **Business Subscriber Agreement** under the new company name. You also need to have your authorized users execute the **Individual Subscriber Agreement** and the **Application for Remote Access** under the new name of the company.
6. If you are an existing subscriber and have new user(s) that require access, you must execute an **Application for Remote Access** and an **Individual Subscriber Agreement** along with a request to add the new user(s) written on company letterhead.

### County's responsibility:

1. To provide USERID access code and password.
2. To provide online CPAN user documentation and an image viewer software via downloadable files.

### NOTE:

Before being granted access to CPAN, your organization and all individual users, must complete a Business Subscriber Agreement. For each person listed as an "Authorized User" on Schedule B of the Business Subscriber Agreement, an Individual Application for Remote Access AND an Individual Subscriber Agreement is required. Original notarized documents are required. Additional responsibilities will be listed therein.

### Description of Charges

The following sample provides a detailed explanation of the quarterly CPAN bill. A bill will be mailed to your organization quarterly. Fees are to be paid in advance and will not be pro-rated.

Sample Quarterly Bill			
Amounts shown on this sample bill reflect <i>three month's charges</i> for one user.			
PC Users	Remote Access Fee	a)	\$ 50.00
Total Charges for current quarter		b)	150.00
*** UNPAID FROM PREVIOUS BILL ***			0.00
		c)	PLEASE PAY \$ 150.00

a) Monthly charges: \$50 for each user.  
 b) This is the amount due for the billing quarter.  
 c) This is the full amount due.